



Our Lady  
of the  
Visitacion School

Parent/Student Handbook  
School Year 2011-2012

This agenda belongs to:

NAME \_\_\_\_\_ Grade \_\_\_\_\_

TEACHER \_\_\_\_\_



*Our logo shows Mary as Mother and teacher, as one who shows us “the other” -- someone who “visits” us in a variety of places and chances. Such is the possibility of meeting Christ in the home, school, the street, wherever, whenever.*

*The logo conveys a gentle strength in the movement of her arm, the compassion of the left side making contact with the child.*

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# *OUR LADY OF THE VISITACION SCHOOL*

## **MISSION STATEMENT**

It is the mission of Our Lady of the Visitacion School to provide its diverse student population with a comprehensive academic curriculum that is fostered within a faith community that has as its model the person and Gospel of Jesus Christ.

## **PHILOSOPHY**

The philosophy of Our Lady of the Visitacion School has a four-fold purpose: to proclaim the Gospel and teachings of Christ, to help build community, to bear witness to God's teachings, and to be of service to the community. The school community seeks to make a difference in our society - child-by-child, family-by-family – thus cultivating a seedbed of Christian values and service. We have a special commitment to use the power of education by following in the footsteps of St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton to assist struggling families so they may achieve a better quality of life. The faculty and staff of Our Lady of the Visitacion School work in partnership with parents, who are the primary educators of their children and challenge each student to become a well-rounded individual gifted with life and talents destined to form God's kingdom on earth. Students at Our Lady of the Visitacion School are encouraged to develop their innate talents so that they will grow and mature not only physically and intellectually, but also emotionally, socially, and spiritually.

## School-Wide Learning Expectations-Grades K-4

Students at of Our Lady of the Visitation School are students who:

Follow Jesus as our Vincentian founders did by:

- a. praying daily in class and at Mass
- b. using our actions to show respect for others

Are effective communicators who:

- a. are using their *Discipline with Purpose* skills to be good listeners and ask good questions
- b. are respectful of others needs and feelings
- c. are learning to read, write, and speak correctly and effectively

(are) Individuals that are self-disciplined who:

- a. can identify their *Discipline With Purpose* skills
- b. can self-correct themselves
- c. can complete the *Discipline With Purpose* Lower Hall action plan

(are) Trustworthy citizens of God's earth and people who:

- a. appreciate all of creation
- b. recognize all people are special
- c. respect and care for the environment

Have qualities necessary to live a life of learning who:

- a. can solve problems using their critical thinking skills
- b. take pride in their efforts to accomplish goals
- c. practice using their time wisely with resources and technology

By following the SLE's, we ask Jesus through the intercession of Our Lady of the Visitation and our Vincentian Founders to bless and guide us to be faith-filled, morally responsible citizen who strive to make a big difference in the world.

Amen.

## School-wide Learning Expectations-Grades 5-8

Students at Our Lady of the Visitation School are people of Faith who:

1. *F*ollow Jesus as our Vincentian Founders did by:
  - a. Demonstrating Gospel values in our everyday life
  - b. Modeling service, compassion, and social justice
  - c. Knowing Catholic teachings
  - d. Expressing joy, confidence, hope, and optimism
2. *A*re Effective Communicators who:
  - a. Read, write, and speak clearly and concisely
  - b. Recognize that tone of voice, gestures, facial expressions, and words convey meaning
  - c. Listen critically and objectively
  - d. Work effectively with others to solve problems
3. (are) *I*ndividuals who are self-disciplined by
  - a. Applying the skills of Discipline With Purpose to our daily lives
  - b. striving to balance social, emotional, and physical well-being
  - c. facing challenges and persevering to attain goals
4. (are) *T*rustworthy citizens of the earth who:
  - a. Share our knowledge and appreciation of diverse cultures with others
  - b. Respect and care for the environment as stewards of the Earth
  - c. Actively respond to the various needs of our neighbors near and far
5. *H*ave qualities necessary to live a life of learning by:
  - a. Demonstrating a strong foundation in core subjects and skills
  - b. Use technology responsibly and effectively
  - c. Actively pursue the development of personal skills and talents
  - d. Continue to share our gifts and talents to others
  - e. Demonstrate initiative and curiosity for learning

By following the SLEs, we ask Jesus through the intercession of Our Lady of the Visitation and our Vincentian Founders to bless and guide us to be faith-filled, morally responsible citizens who would strive to make a big difference in the world. Amen

## **RACIALLY NON-DISCRIMINATORY POLICY**

Our Lady of the Visitation School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Our Lady of the Visitation does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admission policies, scholarship, loan programs and athletic and other school-administered programs.

Likewise, Our Lady of the Visitation does not discriminate against any applicant for employment on the basis of sex, age, handicap, race, color and national and/or ethnic origin.

**IMPORTANT NOTE:** Acceptance of your child at Our Lady of the Visitation School will depend upon his/her report card, ITBS or CTBS Test Scores (grades 3-7) and the availability of space in the classroom. The Principal may request a conference with incoming students in grades 6 and 7.

First choice is also extended to qualifying Catholics and/or brothers and sisters of current or former students.

This is a Catholic school and Religion is a daily part of our curriculum. While we do accept non-Catholics, all students participate in Religion class and related functions during the school day. If you cannot agree with this policy we encourage your application to a school more suited to your beliefs.

## **ADMISSION PROCEDURES**

### **SCHOOL REGISTRATION**

All students, new and returning, must register for each school year. The nonrefundable fee this year is **\$75.00** per child, payable upon acceptance for the school year. **Re-registration is NOT automatic.** Students will be invited back to Our Lady of the Visitation School. The invitation will be based on the following:

- \*parental involvement in the school,
- \*attendance at the P.T.G. meetings,
- \* fulfillment of financial responsibilities,
- \* the number of student absences and tardies,
- \*and the over-all behavior of each student.

### **PARENT COOPERATION AS CONDITION OF ENROLLMENT**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## NEW STUDENT REGISTRATION

New student applications are ongoing or until the class is filled.

Kindergarten - child must be five years of age by December 1st.

First grade - child must be six years of age by December 1st.

Birth and baptism certificates must be presented at the time of registration. Student applicants and their parent(s) are given an appointment for an interview with the Kindergarten teacher. Before acceptance a physical examination is required and the child's immunization record must be completed.

For admission to grades one through six, evidence of satisfactory work in the school last attended, ITBS or CTBS scores, together with certificates of Baptism, First Communion and Confirmation, and a complete immunization record should be presented at the time of application. The applicant will be given an appointment for a classroom visit to determine readiness. (Applicants to seventh grade are considered for exceptional reasons. Each student will be considered on an individual basis and must be interviewed by the Principal before being accepted.)

Non-Catholics are asked to bring birth certificate, evidence of satisfactory work in the school last attended, SAT or CTBS scores, and a complete immunization record.

## TRANSFERS

If a child is transferring to another school during the school year, the family is requested to inform the teacher and principal in writing one week in advance. All records are forwarded to the new school upon request. No school records will be issued to parent/guardian.

## PROBATION PERIOD

Our Lady of the Visitacion School maintains an environment conducive to learning. This requires cooperation and discipline. **Each new student is accepted at OLV for a probationary period of 60 calendar days to determine if this environment is well suited to his needs and ours.** Students exhibiting serious behavioral or academic difficulties during this period, may be placed on an academic and/or behavior contract after a meeting with the teachers, parents and principal, thus extending the probationary period. If no improvement is shown another meeting will be held and the student's dismissal will be determined by the principal in concert with the student's teachers and parent/guardian.

## FINANCES

### CHECKS

All checks for any fees, book clubs, etc. should be made payable to Our Lady of the Visitacion School or to O.L.V. School.

### TUITION

Tuition for the year is as follows:

One child - \$4,100.00      Two children - \$7,350.00      Three children - \$10,400.00

These tuition fees are for those families participating in the major PTG Fundraisers. Those families NOT wishing to participate pay an ADDITIONAL \$300 for one child or an ADDITIONAL \$500 for two or more children. THIS FEE IS ADDED TO THE TUITION PAYMENT.

## **SCHOOL FEES**

School fees include Administration costs (including Archdiocesan), testing (ITBS), textbook rental/workbooks, PTG dues (first child only), and other educational expenses. School fees are NONREFUNDABLE.

One child - \$200    Two - \$400    Three - \$600    Four - \$800

Fees for First Communion, Confirmation and Graduation are ADDITIONAL.

## **TUITION PAYMENT PLANS**

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

OPTION 1    Tuition is paid in full by August 1st, with a \$75.00 discount.

OPTION 2    TEN MONTHLY payments through FACTS tuition payment plan with automatic withdrawal from your bank. School fees will be added to the tuition and will be spread over the ten-month period. You will be required to sign a form directing your bank to transfer your payment on the 5th or the 20th of each month.

PLEASE BE ASSURED THAT NEITHER THE SCHOOL NOR FACTS WILL HAVE ACCESS TO, OR ANY KNOWLEDGE OF, THE STATUS OF YOUR BANK ACCOUNT.

Your bank makes the tuition payment for you directly to FACTS on the day that you authorize. In the event that you have NO CHECKING ACCOUNT, OR IF YOU CHOOSE, most banks will open a CUSTODIAL ACCOUNT. These accounts are savings accounts -- they are opened in the student's name, require no minimum balance, carry no monthly charges and allow automatic withdrawal.

The FACTS plan is very FLEXIBLE and CAN BE ADJUSTED, if necessary. For example, payments can be DIVIDED and deducted twice a month (on both the 5th and 20th) if requested. (TWO forms would have to be completed for this purpose.)

Please be advised that families who MISS A TUITION PAYMENT due to INSUFFICIENT FUNDS will automatically be charged a \$30.00 MISSED PAYMENT FEE by FACTS and will incur a SIMILAR PENALTY from their bank.

If you advise the school office at least FIVE DAYS before a scheduled withdrawal of insufficient funds in your account, we can put a temporary hold on the withdrawal. You can arrange to make this payment directly to the school office by a specific date and we will notify FACTS of such payment.

THERE IS A \$38.00 SET-UP FEE TO BUDGET TUITION PAYMENTS THROUGH FACTS. This fee will be automatically transferred from your account after registering with FACTS.

## **LATE PAYMENTS**

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. **FULL PAYMENT** -- if payment is not received ON or BEFORE AUGUST 1st, the discount will not apply. When full payment has not been made by AUGUST 1<sup>st</sup>, all tuition payments shall be made through the FACTS Tuition Management Plan.

2. **MONTHLY PAYMENTS** -- school families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own bank. After being informed of a missed tuition payment, families may pay the amount directly to the school office within fourteen (14) days. If this is not possible suitable arrangements must be made with the School Office. (There is a \$38.00 set-up fee for the use of FACTS.)

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school office as soon as possible when you are experiencing economic difficulties.

### **NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the principal will be informed that their child(ren) will not be re-admitted to our school.

### **ACADEMIC POLICY**

#### **GRADING**

#### **Kindergarten Report Card**

<u>Marking Code</u>	Behavioral Expectations/Learning Skills Code
E=Exceeds standard	1 = Exceeds expectations
M=Meets standard	2 = Meets expectations
W=Working toward standard	3 = Improvement needed
N=Not at grade level standard	4 = Unsatisfactory

#### **Grades 1 and 2**

<u>Marking Code</u>	Behavioral Expectations/Learning Skills Code
E=Exceeds standard	1 = Exceeds expectations
M=Meets standard	2 = Meets expectations
W=Working toward standard	3 = Improvement needed
N=Not at grade level standard	4 = Unsatisfactory

#### **Grades 3-8**

<u>Marking Code</u>		
A = 96-100	B- = 84-86	D+ = 69-67
A- = 93-95	C+ = 81-83	D = 63-66
B+ = 91-92	C = 74-80	D- = 60-62
B = 87-90	C- = 70-73	F = 59 – below

#### **Behavioral Expectations/Learning Skills Code**

- 1 = Exceeds expectations
- 2 = Meets expectations
- 3 = Improvement needed
- 4 = Unsatisfactory

## HONORS (Grades 5-8 ONLY)

1st HONORS - 96-100 (A)  
2nd HONORS - 91-95 (A-/B+)  
3rd HONORS - 87-90 (B)

STUDENT COUNCIL MEMBERS MUST MAINTAIN THEIR GRADES. A quarter grade of "D" in academics and/or a 3 in Conduct will result in removal from office.

### PERFECT ATTENDANCE

Medical absences/tardies are still considered absent/tardy and will count against perfect attendance.

### DEFICIENCY NOTICES/PROGRESS REPORTS

Students in danger of receiving a "D" or "F" for the quarter will receive deficiency notices from teachers. These notices will be mailed on the indicated dates on the school calendar.

### PARENT-TEACHER CONFERENCES

Parents must attend the mandatory NOVEMBER PARENT-TEACHER CONFERENCES. You will be notified as to the time and date. The SPRING PARENT-TEACHER CONFERENCES are optional, either by request of the teacher or parent. BACK TO SCHOOL NIGHT (PARENT ORIENTATION) is held in all grades at the beginning of the school year.

### HOMEWORK

Homework is planned to meet the needs of students and has an essential place in the educational program. Homework is assigned:

- to reinforce concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects or research;
- to train the student to work independently and to accept responsibility for completing a task.

The amount of time which different students in the same grade spend doing homework will vary. However, the following table from the Department of Catholic Schools shows suggested guidelines for the maximum amount of time the typical elementary student should spend on homework. We urge parents/guardians to take an active interest in their children's homework. However, it is the responsibility of the student to note the assignment, complete it and see that it is turned in on time.

Grades K, 1, 2.....	20 minutes
Grades 3-4.....	30-40 minutes
Grades 5-6.....	45-60 minutes
Grades 7-8.....	60-90 minutes

Homework is **not** routinely given on weekends or over holidays. Students in grades 6-8 are expected to organize their time so that long-term assignments are not burdensome. Make-up work **may** be given over weekends or holiday periods to those students who need to catch up because of absence or lack of planning.

## PROMOTION/RETENTION

A student whose grades are unsatisfactory because of irregular attendance, poor work or consistent lack of motivation or maturity may be retained or conditionally promoted. A student whose work habits and grades indicate lack of cooperation may be placed under an academic contract. The student's progress will be assessed at the designated time stated in the contract. If insufficient progress is shown, the student may not be allowed to continue at Our Lady of the Visitacion School.

If a child is to be retained in a grade, parents will be notified no later than the end of the third quarter. The teachers and principal in conference decide on the retention of the student. The final decision, however, rests with the principal. Parents/guardians who do not agree with the decision may withdraw their child from school.

## SCHOOL SCHEDULE

8:10 a.m.	Morning bell
9:55-10:10 a.m.	Recess - Grades 5, 6, 7, 8
10:15-10:30 a.m.	Recess - Grades K, 1, 2, 3, 4
11:45 a.m.-12:25 p.m.	Lunch - Grades 5, 6, 7, 8
12:30-1:10 p.m.	Lunch - Grades K, 1, 2, 3, 4
3:00 p.m.	Dismissal - Grades K-8

## MONDAY DISMISSALS

2:05 p.m.	1st, 2nd, 3rd and 5th MONDAY of the month - Faculty meeting
12:35 p.m.	4th MONDAY of the month - Faculty in-service

## FACULTY MEETINGS AND IN-SERVICES

Faculty meetings are held on EACH MONDAY of the month. Professional/religious in-services are held on the 4th MONDAY of each month.

## COMMUNICATION

### OFFICE HOURS

The school is open from 7:40 a.m. until 3:30 p.m. on all regular school days.

### TELEPHONE

The school office number is (415) 239-7840. Since this is a business telephone, we discourage children from using this telephone except for emergencies. Children may not be called to the telephone during school time. Phone messages to the children are discouraged, except for emergencies.

### CELL PHONES

Students may carry cell phones to school, but **MAY NOT USE THEM DURING SCHOOL HOURS**. Cell phones are to be turned off and remain in the custody of the teacher during school hours. A student displaying a cell phone/having a cell phone ring during class/using a cell phone during school hours will have it confiscated. Confiscated cell phones will be sent to the Principal's office and can only be returned to the parent/guardian.

The school is not responsible for cell phones stolen or damaged.

## PARENT-TEACHER COMMUNICATION

Whenever you wish to communicate with a teacher, please arrange a meeting by a note to the teacher or leave a telephone message with the school receptionist or secretary. **Please do not expect to see teachers before or during school hours unless a specific arrangement has been made with the teacher.** Please do not call the teacher at his/her home.

## EMERGENCY CARE

An emergency form is **required** for each student registered. This will guarantee prompt action and notification in the event your child becomes ill or is injured while at school.

These forms should be continually updated. Home and/or business phone, cell phone, e-mail, fax and address changes should be **immediately** reported to the school office.

## MEDICATION

ALL MEDICATION MUST BE TAKEN TO THE SCHOOL OFFICE. This includes cough drops, asthma inhalers, aspirin and other non-prescription drugs. No medication can be given to a child by school officials without the written instructions of the doctor and the written permission of the parent or guardian. (See form at end of handbook) **ASTHMA INHALERS MUST BE KEPT IN THE SCHOOL OFFICE.**

The parent of any pupil on a continuing regimen for a non-episodic condition shall inform the principal and name the supervising physician

It is strongly recommended that school personnel not assume responsibilities of administering or acting as custodian of prescription medicine of students. This should remain a parental responsibility, especially with elementary school pupils. However, the principal has discretion in this matter in the case of extreme or unusual conditions or severe hardship. Where the school makes the exception allowed above, caution requires the following procedures:

1. A school official should receive and release the medication. Only a small amount, clearly labeled with the pupil's name, should be retained and locked in a safe place.
2. The school must receive a WRITTEN STATEMENT from the physician detailing the method, amount, time by which the medication is to be taken.
3. The school must receive a WRITTEN REQUEST for assistance from the parent and a statement that the school is not obliged to remind or caution the pupil. (Refer to form at the end of handbook)

## ILLNESS

Do not send your child to school showing signs of illness. The school has limited health facilities and other children need not be exposed to infections. If your child has had a fever of 99 degrees or more, please keep them home for 24 hours after their temperature has returned to normal.

Children who become ill at school will be sent home according to specific parental instructions.

The school **MUST BE NOTIFIED IMMEDIATELY OF ANY COMMUNICABLE DISEASE** a student contracts, and the child should **NOT** be returned to school until a doctor has given **WRITTEN PERMISSION**.

## SCREENING TESTS

During the course of the year, students will participate in the following health examinations under the direction of the administration and qualified technicians:

1. Vision screening
2. Hearing screening

### 3. Scalp and hair checks (when necessary)

#### **EXTENDED CARE PROGRAMS**

**Morning Care** and **After Care** programs are available to parents/guardians whose work schedule makes it difficult for them to pick their children up on time. The Extended Care programs have a separate handbook that delineates their mission and philosophy. Please ask for a copy of this handbook if you wish to register your child/children in these services.

#### **ARRIVALS AND DEPARTURES**

Students may arrive in the school yard between 7:50 and 8:10 a.m. There is NO supervision in the yard before this time. Once students have arrived at school, they are not permitted to leave the school grounds. No drop off or pick up is permitted behind the Church and rectory.

Students arriving before or/ at 7:00 AM will need to attend Morning Care. The school will not be responsible for any injury incurred during this period in which no supervision is available. Parents/guardians who commute from a distance are encouraged to avail themselves of the Morning Care program.

Students who are not picked up by 3:15 PM will be escorted to After Care. The safety of our students is our primary concern; therefore no students should be waiting after that time on the sidewalk in front of the school. Students who have meetings after school because they are members of Student Council, safety patrol, altar servers or choir must be picked up by parents/guardians on time or they will be escorted to After Care. **Parents/Guardians will be charged the Morning Care or After Care fee for the day.**

Parent/s must report to the school office if they need to see their child during school hours. Please do not call your child to the fence.

#### **ATTENDANCE AND ABSENCES**

The calendar that our school follows is approved by the Archdiocesan Department of Education.

Excused absences are for reasons of medical and dental appointments, illness, accident, quarantine or attendance at funeral services for a member of the immediate family. They still count as absences.

A written excuse, dated and signed by the parent or guardian, is required on the day of the student's return following the absence, even if you notified the school office by phone. This written excuse must be given to the teacher who will send it to the office. All written excuses must be on file as required by law.

Please make all medical and dental appointments after school hours whenever possible. A written note about these appointments must be given to the teacher. The teacher will send it to the office. A written excuse from the doctor/dentist's office is necessary upon returning to school from the appointment.

Unexcused absences for personal reasons are the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work, or special testing schedules.

Make-up work must be returned to the teacher within ONE WEEK after the student returns to school. The Teacher must be given at least one day's notice to gather a student's make-up work.

A written medical explanation is required if your child is not to participate in P.E.

Please call the office between 8:30 AND 10:00 a.m. if your child is ill on any school day.

**A student who is absent for 15 or more days in one quarter will not be eligible to receive academic credit for the quarter. He/she will receive an Incomplete on his/her report card until the required work has been made up.**

WHEN LEAVING SCHOOL DURING THE SCHOOL DAY the student must:

1. have a written permission slip from parent or guardian;
2. be picked up by an authorized adult or custodial parent;
3. be signed out through the school office.

## **TARDINESS**

Children are expected to arrive at school on time. A student is considered tardy if the other students are in line when he/she arrives at school and must report to the office for a TARDY SLIP. This tardy slip must be signed by parent/guardian and returned to school the next day. Parents will be notified if a child is HABITUALLY TARDY. Please make an effort to model promptness for your child. The ability to be on time is skill that will be used for the rest of his life. REMINDER: STUDENTS WHO ARE TARDY OFTEN MISS IMPORTANT CONCEPTS THAT ARE BEING LEARNED.

## **SCHOOL CALENDARS**

A school-year calendar is posted on the school website and is sent home prior to the beginning of the school year. A calendar of the month's events/activities is sent home in the weekly TUESDAY envelope.

## **LUNCH SERVICE**

The school has contracted with **choicelunch** to provide the option of purchasing lunch for your child. These services are offered on Tuesday, Wednesday and Thursday ONLY. Lunches may be ordered and paid for on-line.

No money passes through the school office for this service. **Adults are needed to help with serving lunches on these days.** Please contact the school office if you are willing to support us in providing this service to your family.

## **LUNCHES**

Students are expected to bring their lunch to school in the morning. **Parents should not bring lunch for their children.** In the event that a child forgets to bring a lunch, it must be brought in to the school office prior to the first lunch period. The lunch bag/box must be labeled with the child's name and grade to avoid loss. Bottles and cans are not to be brought to school in the students' lunches. Plastic bottles or juice boxes only are allowed. Please pack a nutritious snack for recess and a hearty meal for lunch. Some of our students are eating their entire lunch at recess and have nothing to eat at lunch. **No soda or carbonated beverages are allowed in school. No fast foods are allowed.** PLEASE LIMIT SUGARY FOODS IN LUNCHES!

## **LIBRARY BOOKS**

Students are responsible for the library books they take out and use. Books must be returned promptly at the specified due date. The fine for an overdue book is 5¢ per day. Students with library books over-due one week or more will forfeit library privileges until the overdue books are returned and the fines paid. **ALL LOST BOOKS MUST BE PAID FOR.** You will be billed for the replacement cost of the book.

## **PRINCIPAL'S NEWSLETTER**

The Principal's newsletter is sent home on TUESDAYS. Please expect the communication, READ IT AND SIGN the folder. Your child is to RETURN the folder to the school office the following day.

## **BIRTHDAY TREATS**

The classroom TEACHER must be notified, preferably a week in advance, if a child is bringing a birthday treat for the class. The "birthday treat" must be a single serving of cupcakes, cookies, donuts or cereal snack. Nothing else - No favors - No drinks - no balloons - no sheet cake, -no juice, - PLEASE. Failure to notify your child's homeroom teacher or to comply with these directives will mean you will have to bring your treats home.

## **STUDENT CONDUCT**

Students enrolled at Our Lady of the Visitation School assume personal responsibility for their conduct. As members of the school, the students are obliged to be considerate of other students and respectful to their teachers. Each student is asked to accept this opportunity and obligation to become an integral part of the school community. In keeping with this philosophy all students are expected to use the skills taught in the Discipline With Purpose program.

## **DISCIPLINE WITH PURPOSE**

Our Lady of the Visitation is a *Discipline With Purpose (DWP)* school. This program emphasizes self-discipline among the students in order to facilitate a more efficient use of learning time and to further establish an environment of accountability and responsibility on the part of the students. This program has the following principles:

1. The aims of education and classroom discipline are the same - to help children and youth become self-directing people.
2. Discipline is inseparable from teaching.
3. Discipline should change with the person's stage of development and help them move to the next stage.
4. Appropriate behavior is determined by the rational demands of specific situations.
5. Ways of dealing with misbehavior should agree with developmental goals.
6. A hierarchy of skills can be identified and coordinated with a person's growth and development to provide an objective standard to define self-disciplined behavior.

**SELF-DISCIPLINE IS THE ABILITY TO WAIT; WHILE WE WAIT, WE THINK.**

(The *Discipline With Purpose* Framework)

There are fifteen self-discipline skills, therefore, fifteen opportunities to "wait".

### **Basic Skills**

1. Listening
2. Following instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills

### **Constructive Skills**

6. Cooperating with others
7. Understanding rules

8. Figuring out how to accomplish tasks on your own
9. Exhibiting leadership
10. Communicating effectively

#### Generative Skills

11. Organizing: time, space, people, things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

It is the goal of the program to help the students of Our Lady of the Visitation School learn the skills that will allow them to develop self-discipline. School rules and the cycle of discipline are developed based on the DWP (*Discipline With Purpose*) framework.

### TOTAL SCHOOL DISCIPLINE POLICY

Opportunities to teach the 15 self-discipline skills abound within a school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adults in school.

The following rules are adopted to affect the daily living together of all members of the school community:

- 1. Respect yourself, others and things.**
- 2. Contribute to the learning environment.**
- 3. Follow school and classroom procedures.**

Each classroom teacher has devised an age appropriate discipline policy in keeping with the Discipline with Purpose Program. The teachers work with the children to make sure that the skills are understood and the reasons for the skills. Children are tested orally and in writing to ensure that they know and understand how rules "safeguard each person's rights."

In addition, each classroom teacher has an established Discipline Cycle that lists consequences for not following rules. Teachers work with the students to determine acceptable consequences for misbehavior. A copy of your child's Discipline Cycle will be sent home at the beginning of the year.

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger
2. Is irrational or unreasonable
3. Pushes beyond the limits of respect in speech or actions
4. If repeated correction from an adult does not help the student gain self control.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a Discipline cycle specific to the child's age will be sent in motion.

**NOTE: The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her/his discretion.**

Since there are times when an individual student finds it difficult to take personal responsibility for good conduct, it becomes necessary for the school to indicate specific acts for which discipline will be administered. The following items are considered

unacceptable behavior for a student at Our Lady of the Visitacion School and may be grounds for **suspension and/or possible expulsion** after appropriate investigation has been conducted:

1. Assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities;
2. Habitual or persistent violation of school regulations;
3. Use, sale, distribution or possession of narcotics, controlled substances, or alcoholic beverages;
4. Use or possessions of firearms, replicas of firearms, knives, or any other potentially harmful object or weapons;
5. Gang-related conduct or activity. Gang-related conduct or activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
6. Theft, extortion, arson;
7. Habitual truancy (15 or more absences in one semester);
8. Malicious damage or destruction of real or personal property at school;
9. Hazing;
10. Violation of the Student-to-Student Harassment Policy;
11. Acts gravely detrimental to the moral and spiritual welfare of other pupils
12. Incurable or disruptive behavior which impedes the progress of the rest of the class.

## **HARASSMENT**

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996, a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did. The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect.

Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender.

Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, required withdrawal.

Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, required withdrawal.

Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

## CODE OF CHRISTIAN CONDUCT

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved.

In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## SCHOOL PROCEDURES

1. No running inside the buildings;
2. No playing in the bathrooms or hallways;
3. Students are **not** permitted in any part of the building unless a teacher or an adult is supervising;
4. Students are to be respectful to teachers, staff on the playground, and to one another;
5. Gum chewing or possession thereof and spitting on school premises are not permitted. FINE for POSSESSION is \$5.00 (donated to the missions).
6. Dangerous objects of any kind, e.g., pocket knives, Afro combs, glass bottles, cans, etc., are not permitted on the school premises;
7. Personal possessions, if brought to school, will be confiscated (e.g. playground equipment, all electronic personal entertainment devices, etc.).

## CLASSROOM PROCEDURES

1. Keep hands and feet to yourself.
2. Raise your hand to speak.
3. Stay in your seat while someone is speaking.
4. Work quietly.
5. Respect others.
6. No food or drink without special authorization and supervision.

## TECHNOLOGY AND INTERNET

The school issues acceptable use of technology found on page 30. Please make sure that such policy and guidelines are read and understood. Return the appropriate form, signed and dated. Acceptable use of technology reaches beyond school and applies to the use of technology at the home. If a student uses a cell phone or computer in a manner deemed inappropriate by the administration he may risk the possibility of expulsion.

Any use of school computers or Internet , including cell phones, that is in violation of any school policy will subject the student to disciplinary action and a withdrawal of this privilege. **Deliberate postings or publication of inappropriate material on the Internet may result in serious disciplinary action.**

The administration reserves the right to use student pictures in publications and the school's website. Any parent/ guardian who does not wish his/her child's picture used must notify the principal in writing at the beginning of the school year.

## FACULTY ROOM

The faculty room is for the **faculty and staff only**.

## YARD PROCEDURES FOR ALL GRADES

1. All students are to play for the first 15 minutes of their lunch period. Then they will sit and to completely finish eating their lunches. If lunch is eaten in the classroom, students are to remain in their seats until dismissed by the person in charge. **ALL STUDENTS ARE EXPECTED TO BE RESPECTFUL OF YARD STAFF ON DUTY.**
2. Use appropriate bins to help keep the environment clean:  
compostables (green bin), recyclable (blue bin), and trash (black bin)

**Each class is responsible for cleaning up the area in which they eat lunch.**

## OFF LIMITS

Students are not allowed in the following areas:

all fences and railing between upper and lower yards  
the area in front of the school office  
school lobby, office area, faculty room and faculty bathroom  
brick all around the church door and steps and bushes in the back of the church  
rectory driveway and parking area behind the rectory  
across the street and over fences to retrieve play equipment

## *DRESS CODE*

Our Lady of the Visitation School believes that a student's appearance has an impact on his/her attitude and behavior. Since attendance at Our Lady of the Visitation School is a privilege, students are expected to conform to the dress code. Following the dress code is a demonstration of each student's respect for the school community as well as for themselves. Students who follow the dress code demonstrate self-discipline and have accepted the challenge to work toward taking their place in the world as responsible adults. A student who repeatedly violates the dress/personal appearance code will have his/her conduct grade lowered and after 3 violations will be fined \$5.00 with that money designated for the missions.

A student who follows the dress code will have his/her hair in a modest style free of dye, highlights and henna. He/She will be neatly groomed in a clean uniform at all times during the school day and properly attired at school-sponsored activities. In keeping with the expectation of being well-groomed, students are expected to keep their body clean and their fingernails short.

**NO CANVAS SHOES, HIGH TOPS, LACE-UP BOOTS, SLIP-ON SHOES, OR SHOES WITH LIGHTS OR WHEELS.**

## **GIRLS' UNIFORMS**

### **GRADES K-4**

- Blue/gray Morris plaid jumper (must cover knees)
- White cotton knit polo shirt with school logo, short/long sleeves
- Mayfair blue cardigan sweater (V-neck or pullover, optional)

### **GRADES 5-8**

- Blue/gray Morris plaid skirt(must cover knees)
- White cotton knit polo shirt with school logo, short/long sleeves
- Mayfair blue cardigan sweater (V-neck pullover, optional)
- Eighth grade students may wear their class sweatshirt instead of sweater. (shorts worn under the uniform skirts/jumpers must not be visible)

### **SOCKS: K-8**

Plain white or navy (no designs, lace or logos):

- **must be able to be cuffed and cover the ankles**
- **plain white or navy knee socks are allowed.**
- Solid white or navy opaque tights may be worn on cold days

### **SHOES:**

- Girls in grades K-1 may wear black or navy leather Mary Janes with rubber soles. '
- Uniform shoes for grades 2-8 are solid black, white, or navy with laces or Velcro. Athletic shoes are acceptable in solid black, white or navy. For the safety of our students, all shoes must have laces, be tied properly, and have rubber soles.

**PANTS:** (optional) - navy blue narrow wale corduroy pants.

**BELTS:** All girls must wear a belt with a plain buckle as part of their uniform.

**WALKING SHORTS** (optional): navy blue twill; must be purchased from the Dennis Uniform Center. They may be worn from **March through October**. Girls may not wear boys' shorts.

## **BOYS' UNIFORMS**

## ALL GRADES

### PANTS:

- Navy blue narrow wale corduroy pants, appropriately sized.  
**NO LARGE/BAGGY OR SAGGING PANTS!**

### SHIRTS:

- White cotton knit polo shirt with school logo, short/long sleeves. It must be appropriately sized because shirts must be tucked into pants. Plain white t-shirts, appropriately sized, must be worn under polo shirts and are considered part of the uniform.

### SWEATER:

- Mayfair blue cardigan sweater (V-neck pullover, optional)

BELTS: All boys must wear a belt with a plain buckle as part of their uniform.

SOCKS: Crew socks- plain black, navy, gray or white (no logos)

### SHOES:

- Solid black, white or navy with laces (no slip-ons). Shoes must have rubber soles. Athletic shoes are acceptable as long as they are **SOLID BLACK, WHITE OR NAVY (including laces). NO OTHER COLORS.**
- WALKING SHORTS (optional): Navy blue twill, may be worn from **March through October**. Shorts may be purchased from Dennis Uniform Center.

**BOYS AND GIRLS IN GRADES K-8 MUST WEAR THEIR POLO SHIRTS TUCKED IN NEATLY AND BELTED AT THE WAIST. (BOYS WHO CHOOSE TO VIOLATE THIS RULE WILL RECEIVE OUT OF UNIFORM SLIPS AND HAVE THEIR CONDUCT GRADE LOWERED.)**

**\*\*\*\*\*Special spirit t-shirts, polo shirts and sweatshirts are to be worn only on Special spirit days.**

SCHOOL UNIFORMS may be purchased from:  
**Dennis Uniform Center 590 Tenth Street, San Francisco, CA 94013**  
**Phone: (415) 864-3401**

## PERSONAL APPEARANCE

Students at Our Lady of the Visitation School are expected to follow the guidelines for behavior set forth by the *Discipline With Purpose* program. In keeping with Skill #7, Understanding Rules, students are expected to comply with the following guidelines for personal appearance.

### BOYS' HAIR STYLE/LENGTH

Hair should be conservatively styled and should not touch the collar at the back of the shirt. (Tails, lines or designs, shaved sides, bi-level cuts and bangs that obscure vision are not allowed.) Hair must be natural and free of dye, highlights and henna. Hair products are to be used sparingly.

### GIRLS' HAIR STYLE

Hair should be conservatively and appropriately styled - not teased or braided to excess (neither tails, nor bangs that obscure vision, are allowed). Hair must be natural,

free of dye, highlights and henna. Hair products are to be used sparingly. Hair extensions or other enhancements are not appropriate for elementary school.

## **OTHER CLOTHING GUIDELINES**

**JACKETS** – When jackets are worn to school they are to be solid in color and without logos. Eighth grade students may wear their class sweatshirt with the school logo. Jackets and/or sweatshirts are not to be worn in the classroom. The Mayfair uniform sweater is part of the uniform and must be worn daily.

During cold days students may wear ski caps while playing in the schoolyard. When the weather is warm, students may wear hats to protect their heads from the sun.

## **JEWELRY**

Students may wear watches, saints' bracelets or simple medals and/or crosses. **NO OTHER NECKLACES, CHAINS, BRACELETS, OR EARRINGS MAY BE WORN TO SCHOOL. (WATCHES THAT BEEP AND DISRUPT THE CLASS WILL BE CONFISCATED.)**

**EARRINGS CANNOT BE WORN AT SCHOOL OR SCHOOL-SPONSORED ACTIVITIES, I.E. SPORTS.** If students must pierce their ears they should do so in the summer so that ear lobes can be healed by the beginning of the school year. Ear cartilage piercing should be deferred until after graduation from the eighth grade. **SHOULD A PARENT DECIDE TO PIERCE A CHILD'S EARS DURING THE SCHOOL YEAR, A PARENT/GUARDIAN WILL BE ASKED TO COME TO SCHOOL AND REMOVE THE EARRINGS.**

**MAKEUP** is NOT PERMITTED AT ANY TIME, either in the CLASSROOM or at SCHOOL-SPONSORED ACTIVITIES. **Only clear nail polish** may be worn at school. Students are requested to keep their fingernails short and clean to avoid injuring other students during recreational activities.

## **DRESS UP/MODIFIED DRESS DAYS**

**Dress Up Days** are special times when the students do not have to wear their uniforms; however, they are expected to dress conservatively, as if for church or a special occasion.

- **Boys must wear collared shirts, khakis, or school pants.**
- **Girls should wear appropriate blouses, skirts or pants.**
- **Jeans of any color or pants that look like jeans are NOT ALLOWED on dress up days.**

**Modified Dress Days** are days when the students are allowed to wear a freer style of clothing. Sweats can be worn. Jeans are permissible (if they are intact, worn at the waist, not torn or frayed and too tight or over-sized). All pants or shorts must be hemmed and have no holes. Appropriately sized t-shirts with DECENT designs are permitted (no advertising of alcoholic beverages, inappropriate slogans or symbols, etc.).

The following clothing is **not** appropriate for **modified dress days**:

- sleeveless, or with cut-out sleeves on T-shirts
- bare midriffs, low cut neckline shirts/blouses
- shorts that are not to the knee/baggy pants worn to the knee
- oversized T-shirts or oversized tank tops
- any clothing that fits too tightly

Consistent disregard for the dress code may lead to modified dress privileges being **revoked**.

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHEN SOMETHING IS NOT APPROPRIATE FOR SCHOOL ATTIRE.** Non-compliance with the above guidelines will result in a student's parent/ guardian being called to come and pick up their son/ daughter to correct their error in judgment.

### *EXTRA-CURRICULAR ACTIVITIES*

#### **STUDENT COUNCIL**

Students of Our Lady of the Visitation School learn that leadership is both a talent and a gift that must be fostered, nurtured and put to action. Students learn to be leaders by providing service to their school and parish communities. Leaders need to be responsible and accountable. The Student Council provides a necessary avenue for leadership expression.

Students who wish to be members and officers of the Student Council follow set procedures for candidacy. In order to be a candidate for Student Council membership and leadership, students must maintain their academic status and behavior. These qualifications are explained in the Student Council By-laws.

Academically, members and officers of the Student Council must maintain the prescribed grade averages for the office they hold. An academic grade of "D" in any subject areas (Religion, Reading, English, Mathematics, Science, Social Studies and others) automatically removes the student from office. A conduct grade of "3" will do likewise. Student Council members and officers are expected to participate fully in sponsored activities. The Moderator in concert with the Administration reserves the right to place any member or officer of the Student Council on probation or remove her/his from office for just cause.

#### **SPORTS ACTIVITIES**

Sports such as basketball, volleyball and baseball are offered through CYO and other venues. Parents and volunteers act as coaches for these sports. The Athletic Director in concert with the Administration has written a guideline for students to follow when participating in these sports. Academic responsibilities come first before sports. Any student who wishes to participate in any sport activity must be academically sound before such participation. Once a student is in a team sport, he/she must maintain the prescribed academic grade in order to continue his/her participation. A student who does not maintain his/her academic grades will be pulled from the sport activity. Parents/guardians who give permission for their children to participate in any sports activity must be aware of this provision.

#### **SAFETY PATROL**

Safety is an important factor that must be considered as students arrive and depart from school. Students provide safety for the school community at crosswalks to the school grounds. These students provide an essential service to our school community. Being a member of safety patrol involves responsibility, alertness, and consistency. Officers in safety patrol become members of Student Council and therefore bound by the same criteria with regard to academics and behavior. Members of safety patrol must be on time for their duties.

The safety patrol Moderator reserves the right to place any member on probation or to remove him/her from the roster for non-performance of required duty. Everyone is required to be respectful toward these safety patrol members.

## **ALTAR SERVERS**

As altar servers, students have the honor to participate especially in school and parish liturgies. It is important that altar servers know the order of the Mass and the expected duties they are to perform. Being on time and alert are important qualities of a good altar server. Guidelines for duties and expected behavior are discussed and learned during the altar servers' meetings.

## ***PARENTAL INVOLVEMENT***

### **PARENT TEACHER GROUP**

The Parent-Teacher Guild (PTG) of Our Lady of the Visitation is made of parents who are willing to serve in as leaders in promoting the welfare and continuance of the school as well as raise funds that will help in the operation of the school. This group is also responsible for the different school activities such as picnics, parties, potluck dinners, Silent Auction and others that foster community building.

All parents and teachers are members of the PTG and are invited to share their multi-faceted talents in building community spirit and cooperation.

### **PARENT VOLUNTEER WORK PROGRAM**

The cooperation and participation of the parents in all of the activities at Our Lady of the Visitation School is very important. Parent participation presents a positive role model for the children in taking their own responsibilities. It also demonstrates to them that parents, too, are interested in their education.

Each two-parent family is expected to earn thirty (30) credit hours during the year. A single-parent family is expected to earn fifteen (15) credit hours. Half of the credits should be fulfilled by the end of the first semester. Monthly Parent-Teacher Guild meeting attendance is one simple way to earn credit hours while keeping informed about what is happening in the school.

The Parent Volunteer Work Program is also a means of meeting with other parents, making new friends - a building of true community spirit.

Each family is given a form on the back of their Tuesday folder on which to record any volunteer work done for the school. Sign-in forms are also available at each event/project.

You will return this recording sheet to the school office throughout the school year so that your credit hours can be recorded in the office. A listing of the various jobs and credit equivalents follows for your information.

**TWO-PARENT FAMILY -- 30 credit hours** - (a step-parent qualifies for a two-parent family)

**SINGLE-PARENT FAMILY - 15 credit hours** - (single parent without a step-parent)

### **VOLUNTEER WORK**

PTG Officers & Board Members  
Class Parent Representative  
Chairperson--special events  
Committee members--special events  
Attendance at PTG meetings  
Coaching  
Co-coach

### **CREDIT HOURS EARNED**

1 credit hour / Board Meeting  
15 credits / year upon completion of duty  
5-7 credit hours depending on event  
1-3 credit hours depending on event  
1 credit hour / parent / meeting  
30 credit hours / sport  
15 credit hours / sport

Chaperone for field trips	2-4 credit hours depending on type/length
Playday	3-5 credit hours depending on assignment
School maintenance: yard work, washing windows, electrical/plumbing work, carpentry, painting, field work	Credit hours depend on type of work and duration
Work for Athletic Department	Credit hours depend on type of work.

Credit hours are also given for donations of supplies which can be used by the school such as copy paper, envelopes, binders, notebooks, filler/binder paper, pencils etc.

Half of your credit hours should be met by January. If you are unable to meet your required credits, we suggest donating supplies that the school can use.

### **APPLICATION FORM FOR PERSONS VOLUNTEERING TO WORK WITH CHILDREN AND YOUTH**

The Archdiocese of San Francisco now requires that each parent, guardian and non-parent volunteer who wishes to participate in activities with children (i.e., field trips, yard supervision, tutoring) must fill out an application form and submit it to the school office prior to volunteering. A form will be sent home to each family in the Tuesday folder.

Parents, guardians and non-parent volunteers who are considered to have "regular contact" with children must also be fingerprinted and cleared.

## SCHOOL CALENDAR FOR 2011-2012

Please refer to your monthly calendars enclosed in the Tuesday envelope.

Important dates to remember:

August 23	First day of school, free dress, dismissal 12:35 p.m.
September 5	Labor Day, Holiday, <b>No School</b>
September 23	WCEA/WASC work day, <b>No School</b>
October 10	Columbus Day, Holiday, <b>No School</b>
October 21	WCEA/WASC work day, <b>No School</b>
October 28	End of 1st Quarter
November 1-4	Parent Teacher Conferences
November 11	Veterans Day, Holiday, <b>No School</b>
November 18	Faith Formation Conference, <b>No School</b>
November 24-25	Thanksgiving Holidays, <b>No School</b>
December 21-31	Christmas Vacation
January 2	New Year's Holiday
January 3	Classes Resume
January 13	End of 2 <sup>nd</sup> Quarter
January 16	Martin Luther King Day, <b>No School</b>
February 3	Archdiocesan Educators' Conference, <b>No School</b>
February 21	Presidents' Day Holiday, <b>No School</b>
March 7-9	WCEA/WASC visit
March 16	End of 3rd Quarter
March 12	Teacher Professional Development Day, <b>No School</b>
April 6	Good Friday
April 9-13	Easter Vacation
May 28	Memorial Day Holiday, <b>No School</b>
June 1	8th Grade Graduation
June 6	Last Day of School

## FACULTY

Principal	Mrs. Maxie O'Rourke
Vice-Principal	Sister Linda Wimer, D.C.
Vice-Principal	Mr. Patrick Keeley
Kindergarten	Miss Kathleen Franco
First Grade	Mrs. Grace Rigor
Second Grade	Miss Chantelle Enos
Third Grade	Mr. George Hasler
Fourth Grade	Mrs. Annette Belmessieri
Fifth Grade	Sister Linda Wimer, D.C.
Sixth Grade	Mr. Arthur Perez
Seventh Grade	Miss Remy Williamson
Eighth Grade	Miss Dorothy Vigna

## STAFF

Aides	Mrs. Lynn Ellison
	Mrs. Yvonne Gallero
	Ms. Rayna Garibaldi (Math)
	Mr. Jerry Laurena
Library	Sister Margaret Mary Dillon, D.C.
Counselor	Sister Judith Schmoisch, D.C.
	Courtney Doyle
Physical Education	Mr. Jerry Laurena
Music	Mrs. Laura Flaviani
Computer/Technology	Mr. Thomas Boles
Supervisor of Learning Lab	Mrs. Lynn Ellison
Receptionist	Mrs. Melissa Long
Secretary	Mrs. Sheila Guzman
Morning School Care Supervisor	Mrs. Yvonne Gallero
After School Care Director	Mr. Jerry Laurena

TECHNOLOGY USE AGREEMENT  
***Telecommunications Use Agreement***  
*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers and other technological devices while attending Our Lady of the Visitacion School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using the computer, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Students may never use a social networking site to slander or bully students at Our Lady of the Visitacion or other schools. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

# Our Lady of the Visitación School

I the parent,/guardian, have read the Parent-Student Handbook for 2011-2012 and reviewed it with each of my children. My signature verifies the fact that I am in accord with the school policies and procedures and will abide by them.

Parent signature(s): \_\_\_\_\_

Children: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

I/We have read and reviewed the handbook policies and procedures, especially the sections on dress code/personal appearance, conduct, use of technology, and homework. I/We understand them and will abide by them.

Student signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

*\*Please note that in all matters pertaining to the handbook, the Principal is the final recourse and may waive any rule for just cause at her discretion. Parents will be given prompt notification if changes are made.*

Please return this form to school as soon as possible but no later than September 12, 2011. **Failure to return the form by the designated due date will result in a loss of student privileges and may constitute dismissal of your child(ren) from school.** Thank you for your cooperation.